



The Topeka Housing Authority Open Positions

An Equal Employment Opportunity Employer

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THA Employment Opportunities Open to the Public:

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Job Posting Closes: March 28, 2013 at 5:00 p.m.

Job Title:	Groundskeeper	Hourly Rate:	\$12.00
Start Date:	April 15, 2013 TEMPORARY FULL-TIME (Seasonal) 40 hours a week Non-Exempt	Reports To:	Facilities Manager
Department:	Maintenance	HR Contact:	Aubrey Coufal
Applications:	Email: acoufal@tha.gov Fax: 785-357-2648 Mail: 2010 SE California Ave. Topeka, KS 66607	Submit an Electronic Application:	Topeka Housing Authority Employment Application
Job Description:			

I. THA'S VISION

Successfully provide quality, accessible, affordable housing. Success is defined as: putting applicants, tenants, and participants first; market competitiveness; and, financial strength and integrity.

II. TASKS

This staff member will perform the Groundskeeper tasks described below in a combination to be reviewed and agreed on at least annually.

A. General labor

Tasks including but not limited to mowing, trimming, raking, waters trees, shrubs and lawns and performs irrigation activities, trash pickup and removal including the removal of furniture and other large objects, preparing sites for meetings and events.

B. Other duties as assigned

As assigned, perform other duties that require a level of skill, knowledge, and ability comparable to that required to successfully perform the tasks listed above.

III. CONTINUOUS IMPROVEMENT

- A. Promote innovation and positive change
- B. Improve THA programs
- C. Improve THA facilities and complexes
- D. Participate in training and capacity building events as assigned

IV. KEY TRAITS

- A. Ability to learn, absorb, process and apply information
- B. Listening and oral communication skills
- C. Sound academic skills---reading, writing, computation
- D. Adaptability, creative thinking and problem solving, openness to change



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- E. Self-management, self-esteem, goal orientation
- F. Effective in/with groups; interpersonal, negotiation, and teamwork skills
- G. "Big picture" view of the organization; leadership skills; ability to organize and motivate one's self and others

V. KNOWLEDGE

- A. Basic custodial procedures and techniques
- B. Landscaping procedures and techniques

VI. SKILLS

- A. Knowledge of equipment, tools, and procedures of grounds construction and care
- B. Knowledge of fertilizers, insecticides, and herbicides used in grounds care and gardening
- C. Interact with a diverse range of Public Housing residents

VII. PHYSICAL REQUIREMENTS

- A. Climb stairs
- B. Ability to bend, stretch, get in and out of a vehicle
- C. Ability to lift 50 pounds

VIII. EDUCATION, SPECIAL LICENSES/CERTIFICATES

- A. Valid Kansas Class C Drivers license
- B. High school diploma or equivalent required
- C. Acceptable driving record for insurance purposes

IX. EXPERIENCE

- A. One year of grounds maintenance experience
- B. An equivalent combination of training and experience

X. SUPERVISORY RESPONSIBILITY

None